



HEADQUARTERS NORTH CAROLINA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
3520 Alamance Road  
Burlington NC 27215



19 November 2020

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: NCWG CAC/Recorder

SUBJECT: CAC Meeting Minutes for 14 November 2020

1. OPENING BUSINESS

a. Welcome and Recognition of Accomplishments

- i. C/Capt Hoernlein welcomed the representatives back to the term's second meeting.
- ii. C/2d Lt Nesbit was congratulated for his outstanding work with the Challenge Coin Design Committee.

b. Roll Call:

- i. C/Maj Collie (NC-019 Primary)
- ii. C/SMSgt Shealy (NC-024 Primary)
- iii. C/SMSgt Mann (NC-050 Primary)
- iv. C/1st Lt Cothren (NC-152 Primary)
- v. C/SMSgt Anderson (NC-048 Primary)
- vi. C/2d Lt Nesbit (NC-143 Primary)
- vii. C/MSgt Sappington (NC-143 Assistant)
- viii. C/SMSgt Richardson (NC-145 Primary)
- ix. C/MSgt Linvill (NC-150 Assistant)
- x. C/2d Lt Baker (NC-301 Primary)
- xi. C/SMSgt Santos (NC-305 Assistant)
- xii. C/1st Horton (NC-022 Assistant)
- xiii. C/1st Gwaltney (NC-082 Primary)
- xiv. C/1st Lt Pope (NC-007 Primary)
- xv. C/SMSgt Good (NC-023 Primary)
- xvi. C/2d Lt Andersen (NC-023 Assistant)
- xvii. C/SSgt Bylica (NC-126 Primary)
- xviii. C/Capt Endre (NC-170 Primary)
- xix. C/MSgt Fields (NC-170 Assistant)
- xx. C/CMSgt Jordan (NC-107 Primary)
- xxi. C/CMSgt Brown (NC-162 Assistant)

- xxii. C/1st Lt Canale (NC-300 Primary)
- xxiii. C/SSgt Bane (NC-300 Assistant)
- xxiv. C/Capt Hoernlein (NCWG CAC Chair)
- xxv. C/1st Orrs-Wright (NCWG CAC Vice-Chair)
- xxvi. C/2d Neal (NCWG CAC Recorder)
- xxvii. Maj Hallihan (Senior Advisor)
- c. Review and approval of Previous Meeting's Minutes. C/Capt Hoernlein reviewed the minutes from the previous meeting, and they were approved in the absence of any objection.
- d. Squadron Reports: One minute for squadron primary representatives to discuss something that they are thankful that CAP has given them:
  - i. C/Maj Collie is thankful for his CAP flight training opportunities
  - ii. C/SMSgt Shealy is thankful for the discipline he has been taught through the program.
  - iii. C/SMSgt Mann is thankful for the opportunities that have led her to be more responsible.
  - iv. C/SMSgt Anderson said she is thankful that the program has given her more confidence.
  - v. C/2d Lt Nesbit is thankful that he gained confidence and is not shy anymore.
  - vi. C/CMSgt Sappington is thankful for the opportunities he has had to meet new people and to attend fun events.
  - vii. C/CMSgt Linvill is thankful for all the opportunities to develop leadership skills and to gain confidence.
  - viii. C/2d Lt Baker said CAP has helped him get out more and get out of his comfort zone.
  - ix. C/SMSgt Santos said he's thankful for the new friends he has made in CAP.
  - x. C/1st Lt Horton mentioned that CAP had given him a feeling of purpose and responsibility.
  - xi. C/1st Lt Gwaltney explained how CAP helped her meet people and get out of her comfort zone.
  - xii. C/1st Lt Pope is thankful for all the amazing people she has met and for the orientation rides.
  - xiii. C/SMSgt Good told the council that he was thankful for the orientation rides.
  - xiv. C/SSgt Bylica is thankful for the leadership opportunities and public speaking skills she has gained.
  - xv. C/CMSgt Jordan is thankful to serve others and to meet new people.
  - xvi. C/CMSgt Brown is thankful that he now has something to do, and he is also thankful for the leadership opportunities.
  - xvii. C/1st Lt Canale is thankful for the stories she has from CAP events.

- xviii. C/Capt Hoernlein is thankful for the connections he's made with older cadet and senior member mentors.
- e. Region Briefing: C/Capt Thibodeaux sent out an email briefing the region's last meeting since he could not attend this month's meeting. C/Capt Hoernlein briefly shared the email's contents with the council.

## 2. OLD BUSINESS

- a. C/2d Lt Nesbit gave a brief on the status of the Wing Conference Challenge Coin Design Committee, and he addressed the submission process for any challenge coin designs.

## 3. NEW BUSINESS

- a. CAC Overview Presentation, led by Maj Hallihan
  - i. She began by stating that CAC is not something you just attend; it is something you do. The term runs from the 1<sup>st</sup> of October to the 30<sup>th</sup> of September. You can serve three terms at each echelon: Wing, Region, and National. Primaries wear the red cord and have the opportunity to earn the white ribbon with bronze star should they have a successful term. To do so, you must attend at least 50% of the meetings.
  - ii. She recommends reading the CAPR 60-1 Cadet Program Management and keeping an eye out for the region and wing supplements.
  - iii. She also encouraged reading CAPP 52-19, the Cadet Advisory Council Guide. When it comes to proposals, most committees use the advocacy paper format.
  - iv. The committee must edit their proposals before sending them to the top three, where they will be further edited before being approved to be presented.
  - v. Lead to Lead Chapter 10 addresses how to work with others, perform on a committee and the council.
- b. Recess. A motion was passed to recess at 1302. Business resumed at 1319
- c. Emails and Writing Class, led by C/Capt Hoernlein.
  - i. He recommends not putting in who the email is going to until it is completed.
  - ii. Start with your greeting. Give an appropriate greeting along with the person's rank and name, or their proper term of address (sir, ma'am, etc.).
  - iii. Complete the body of the email formally, include a respectful salutation. "Very respectfully" is preferred.
  - iv. Finally, include your signature block with the Civil Air Patrol Banner, your name and rank, list the most relevant position to the email you are sending, phone number, and the additional links to CAP media.
  - v. Remember to review your emails before sending them out.

- vi. Finally, add a subject and recipients. CC an additional person if needed for CPP.
- d. Critical Thinking and Debate Class, led by C/2d Lt Neal. Gave a brief overview of how to perform critical thinking and respectful debate.
- e. Committee Brainstorming and Discussion, led by C/1st Lt Orrs-Wright
  - i. Asked the cadets to split into groups to brainstorm potential committees, then to return to the main group with three solid ideas to share with the rest of the council.
  - ii. Breakout Room 1 was composed of C/Capt Endre, C/2d Lt Nesbit, and C/SMSgt Shelly. The group had the idea of a drone academy wing event for Cadets to earn their drone pilot's license. Their second idea was to give enlisted Cadets a ribbon for their service in the Armed Forces. Their last idea was an extension to the Wingman Program, requiring one or more presentations for cadets to be able to earn their Wright Brothers.
  - iii. Breakout Room 2 was composed of C/SMSgt Anderson, C/SSgt Bane, C/SMSgt Santos, and C/2d Lt Baker. Their first idea was to make topics relating to mental health a part of CDC, Staff Training, and the Wingman course. Another one of their ideas was to establish a Public Affairs course to help teach cadets about Public Affairs. Their third idea was to form a create new curriculum for cadet NCOs to better prepare them for their new positions.
  - iv. Breakout Room 3 was composed of C/1st Lt Canale, C/SMSgt Richardson, and C/MSgt Linvill. Their first idea was to pull the Medical Advancement Committee from the table. Their second idea was to create a class for new cadets on how to find CAP resources online. Their third idea was to establish a mental health reformation committee to provide training on how to help cadets with mental health and incorporate mental health in the anti-discrimination policy.
  - v. Breakout Room 4 was composed of C/1st Lt Gwaltney, C/CMSgt Brown, C/CMSgt Vermillion, and C/2d Lt Andersen. Their first idea was to aim to keep NCOs active in the program by making an NCO leadership academy at the Wing level. Their second idea was to create strategies to assist cadets who cannot attend events due to religious beliefs. Their third idea was to compose a lesson on how to lead and perform physical training properly.
  - vi. Breakout Room 5 was composed of C/1st Lt Cothren, C/SMSgt Mann, and C/CMSgt Jordon. Their first idea was to make a monthly class for mental health awareness. Their second idea was to construct lessons for coping mechanisms, defining what certain mental illnesses are and to advertise resources such as hotlines. The third idea that they discussed was to compose a safety briefing format for squadron safety briefings.

- vii. C/Capt Hoernlein led a conversation to merge similar ideas into a fewer number of committees and to eliminate ideas that did not have much support.
- viii. The following committees were created, with the following chairs:
  - 1. Medical Advancement Committee, chaired by C/SMSgt Richardson.
  - 2. Public Affairs Committee, chaired by C/SMSgt Anderson.
  - 3. Mental Health and Non-Discrimination Committee, chaired by C/1st Lt Canale.
  - 4. NCO Training Committee, chaired by C/CMSgt Brown.
  - 5. Training Efficiency Committee, chaired by C/Capt Endre.
  - 6. Armed Forces Service Ribbon Committee, chaired by C/SMSgt Shealy.
  - 7. COVID-19 Adaptation Committee, chaired by C/1st Lt Gwaltney.
- f. Open Floor. Nothing was discussed during the open floor.

#### 4. CLOSING

- a. Next CAC Assemblage:
  - i. Date: 13 December 2020 @ 2000. Committee Chairs and Top 3 only.
  - ii. Location: Microsoft Teams.
- b. Upcoming Events:
  - i. 26 December 2020 to 2 January 2021 -- Joint NCWG/VAWG Winter Encampment. Cancelled.
- c. Adjournment
  - i. There was a motion to adjourn by C/1st Lt Canale.
  - ii. The motion was seconded by C/CMSgt Vermillion at 1455.

//SIGNED//

Catherine G. Neal, C/2d Lt, CAP  
NCWG CAC Recorder

cc: NCWG/CC  
NCWG/CP  
NCWG/CPA  
MAR/DCS-CP  
MAR/DCS-CPA